

The Construction Specifications Institute

## OUTSTANDING CHAPTER COMMENDATION

DATE: \_\_\_\_\_

FISCAL YEAR: FY 2019 (1 July 2018 through 30 June 2019)

CHAPTER NAME: \_\_\_\_\_

REGION: \_\_\_\_\_

### PRIMARY CONTACT INFORMATION:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Chapter Verification

The Board of Directors at its meeting held on (date)\_\_\_\_\_, verified that our Chapter has met all of the pre-requisite core criteria and the supplemental criteria as indicated on the Outstanding Chapter Commendation Form 306, and the President and Secretary are authorized and directed to sign the nomination form.

President: \_\_\_\_\_

(Print or Type Name)

Secretary: \_\_\_\_\_

(Print or Type Name)

The Construction Specifications Institute

## FY2019 OUTSTANDING CHAPTER COMMENDATION

### Pre-requisite Core Criteria

Please check the applicable boxes and provide the requested materials for the pre-requisite criteria as indicated below for the most recent completed fiscal year. **The .pdf form must be completed and each of the editable boxes filled in.** To qualify for the Outstanding Chapter Commendation, a Chapter must have achieved all of the pre-requisites in each of the following four categories.

#### Chapter Administration *Attach one Copy of Chapter Board Minutes showing Bylaws Review.)*

- ☐ Chapter updated names of officers and key committee chairs to Institute website by published deadline.
- ☐ Chapter leadership was elected and in office at the beginning of the fiscal year with a President, Treasurer, and minimum of one other officer in accordance with its Bylaws.
- ☐ Chapter has conducted an annual review of their Bylaws and documented the review in the Chapter Board Minutes.
- ☐ Chapter board meets in accordance with its Bylaws.

#### Chapter Fiscal Responsibility *(No additional back-up is required for this category.)*

- ☐ Chapter prepared a fiscal year budget and utilized it for Chapter operations. **DO NOT SEND BUDGET DOCUMENTS TO THE COMMITTEE.**
- ☐ Chapter filed the appropriate forms and is in good standing with the IRS.

#### Chapter Education and Programs *(No additional back-up is required for this category other than the list of programs below.)*

- ☐ Chapter held regular meetings held in accordance with its Bylaws.
- ☐ Chapter had a minimum of 4 educational programs during the fiscal year (i.e., seminars, technical programs at Chapter meeting, etc.). List them on the spaces below:

DATE	TOPIC	SPEAKER(S)	LOCATION	ATTENDANCE

#### Chapter Communications *(Attach one example of a chapter newsletter and one other communication example)*

- ☐ Chapter communicated to members a minimum of 6 times during the fiscal year in the form of email, newsletter, or other documentation regarding Chapter events and other CSI related information. **Attach one example of a chapter newsletter and one other communication example other than a chapter newsletter.**

**The Chapter must have met ALL of the pre-requisite criteria above to be eligible for the Outstanding Chapter Commendation.**

The Construction Specifications Institute

## OUTSTANDING CHAPTER COMMENDATION

### Supplemental Criteria

Check the box and include points for each Supplemental Criteria the Chapter met during the fiscal year for this award.

#### Chapter Administration

Points

- ☐ Chapter has adopted a system of governance which is in accordance with chapter's Bylaws, administrative references or operating guide. (2 points) \_\_\_\_\_
- ☐ Chapter maintains an active and accessible history archive. (1 point) \_\_\_\_\_
- ☐ Chapter prepared a formal and documented (written) long-range plan spanning at least 3 years. (1 point) \_\_\_\_\_
- ☐ Chapter participated in leadership training from the Region and/or other sources. (1 point) \_\_\_\_\_
- ☐ Chapter has developed a mentoring program to provide information and training to new and potential leaders within the Chapter. (1 point) \_\_\_\_\_
- ☐ Chapter innovative administrative efforts that contributed to the above (0 points) \_\_\_\_\_

<b>Supplemental Subtotal – Chapter Administration (6 possible points)</b>	
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#### Chapter Membership

- ☐ Chapter had net positive growth in the fiscal year for this award. (3 points) \_\_\_\_\_
  - Total Membership at start of fiscal year (July 1): \_\_\_\_\_
  - Total Membership at end of fiscal year (June 30): \_\_\_\_\_
  - Total Net Growth: \_\_\_\_\_
- ☐ Chapter has developed and documented a membership growth plan. (1 point) \_\_\_\_\_
- ☐ New members are recognized in newsletter, website, or other communication. (1 point) \_\_\_\_\_
- ☐ New members are recognized at Chapter meetings. (1 point) \_\_\_\_\_
- ☐ Chapter has developed and implemented a new member orientation program. (2 points) \_\_\_\_\_
- ☐ Member anniversaries and milestones are recognized in newsletter, website, or other communications. (1 point) \_\_\_\_\_
- ☐ Chapter recognized members through its awards program. (2 points) \_\_\_\_\_
- ☐ Chapter innovative recruitment efforts that contributed to the above (0 points) \_\_\_\_\_

<b>Supplemental Subtotal – Chapter Membership (11 possible points)</b>	
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## Chapter Finances

### Points

- ☐ Chapter funded a scholarship program or funded a foundation. (1 point) \_\_\_\_\_
- ☐ Chapter presented scholarship(s) in accordance with the chapter scholarship program. (1 point) \_\_\_\_\_
- ☐ Chapter paid all or part of expenses for officers and/or chairs to attend Region event. (2 points) \_\_\_\_\_
- ☐ Chapter paid all or part of expenses for officers and/or chairs to attend Institute events such as CONSTRUCT. (2 points) \_\_\_\_\_
- ☐ Chapter innovative financial efforts that contributed to the above (0 points) \_\_\_\_\_

<b>Supplemental Subtotal – Chapter Finances (6 possible points)</b>	
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## Chapter Certification Programs

- ☐ Chapter conducts certification study courses, certification study partnership with another entity, and/or identifies a certification mentor to assist individuals preparing for certification exams. (2 points) \_\_\_\_\_
- ☐ Chapter currently has members with:
  - ☐ CDT (1 point) \_\_\_\_\_
  - ☐ CCPR (2 points) \_\_\_\_\_
  - ☐ CCS (2 points) \_\_\_\_\_
  - ☐ CCCA (2 points) \_\_\_\_\_
- ☐ Chapter promoted Institute Certification Programs in Chapter communications. (1 point) \_\_\_\_\_
- ☐ Chapter innovative certification efforts that contributed to the above (0 points) \_\_\_\_\_

<b>Supplemental Subtotal – Chapter Certification Programs (10 possible points)</b>	
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### Chapter Education/Technical Programs

- ☐ Chapter Educational Programs provide educational opportunities which qualify for credits or learning units for attendees (2 points) \_\_\_\_\_
- ☐ Chapter offered continuing education at seminars. (2 points) \_\_\_\_\_
- ☐ Chapter conducts at least one or more seminars in partnership with other organizations or institutes. (1 point) \_\_\_\_\_
- ☐ Chapter members contributed technical articles for publication or use on social media. (1 point) \_\_\_\_\_
- ☐ Chapter innovative financial efforts that contributed to the above (0 points) \_\_\_\_\_

<b>Supplemental Subtotal – Chapter Education / Technical Programs (6 possible points)</b>	
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### Chapter Communications

- |                                                                                                                                                                          | <u>Points</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> Chapter communicated with membership monthly (2 points)                                                                                         | _____         |
| <input type="checkbox"/> Chapter maintains a current website. (2 points)                                                                                                 | _____         |
| (Provide URL: _____)                                                                                                                                                     |               |
| <input type="checkbox"/> Chapter promoted Region and Institute events to membership. (1 point)                                                                           | _____         |
| <input type="checkbox"/> Chapter maintains a presence and promotes activities on a minimum of one other social media site (LinkedIn, Facebook, Twitter, etc.). (1 point) | _____         |
| <input type="checkbox"/> Chapter promoted meetings, seminars, and other CSI activities to non-members in their local community. (1 point)                                | _____         |
| <input type="checkbox"/> Chapter innovative communications efforts that contributed to the above (0 points)                                                              | _____         |

<b>Supplemental Subtotal – Chapter Communications (7 possible points)</b>	
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## Chapter Events

- ☐ Chapter conducted joint event(s) with other organizations or institutions. (2 points) \_\_\_\_\_
- ☐ Chapter conducted social/networking outreach events that are not educational/technical events. \_\_\_\_\_  
 Examples include product shows, Habitat for Humanity, golf outings, tours, etc. (1 point each; up to a maximum of 5 points)
- ☐ Event/Description (1 point) \_\_\_\_\_
- ☐ Event/Description (1 point) \_\_\_\_\_
- ☐ Event/Description (1 point) \_\_\_\_\_
- ☐ Event/Description (1 point) \_\_\_\_\_
- ☐ Event/Description (1 point) \_\_\_\_\_
- ☐ Chapter innovative event efforts that contributed to the above (0 points) \_\_\_\_\_

<b>Supplemental Subtotal – Chapter Events (7 possible points)</b>	
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## Chapter Academic Relationships

- ☐ Chapter had a relationship with an Institute of higher education. (1 point) \_\_\_\_\_
- ☐ Chapter had a member acting as a liaison with an Institute of higher education. (1 point) \_\_\_\_\_
- ☐ Chapter has a faculty member at an institute of higher education who is a member (1 point) \_\_\_\_\_
- ☐ Chapter had student members who were active in Chapter events, meetings, or other Chapter functions. (2 points) \_\_\_\_\_
- ☐ Chapter innovative academic relationship efforts that contributed to the above (0 points) \_\_\_\_\_

<b>Supplemental Subtotal – Chapter Academic Relationships (5 possible points)</b>	
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## Region and Institute Participation

- |                                                                                                                              | <u>Points</u> |
|------------------------------------------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> Chapter President attended Region event. (1 point)                                                  | _____         |
| <input type="checkbox"/> Chapter helped at least one member (other than the President) attend Region event. (1 point)        | _____         |
| <input type="checkbox"/> Chapter President attended Institute event. (1 point)                                               | _____         |
| <input type="checkbox"/> Chapter helped at least one member (other than President) attend Institute event. (1 point)         | _____         |
| <input type="checkbox"/> Chapter member(s) are appointed to or elected as a Region committee or as Region officer. (1 point) | _____         |

- ☐ Chapter member(s) are appointed to an Institute committee, task team, or serving on the board. \_\_\_\_\_  
(1 point)
- ☐ Chapter innovative participation efforts that contributed to the above (0 points) \_\_\_\_\_

<b>Supplemental Subtotal – Region and Institute Participation (6 possible points)</b>	
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### Other

<input type="checkbox"/> Chapter Innovation Box (Here's the Chapter's opportunity to brag about something innovative or outstanding accomplished during the fiscal year that added a value added service to the chapter, region, or Institute and has not already been reported above): (1 point)
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<b>Supplemental Subtotal – Other (1 possible point)</b>	
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<b>Supplemental Criteria Total (65 possible points)</b>	
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